



## Support Staff Job Description

**Position Title: Support Staff**

**Job Goal:** Responsible for assisting Lead Educator in facilitating a safe, healthy environment in which appropriate activities, time schedules, food, materials, and equipment are used for encouraging and supporting children's physical, social, emotional, and intellectual growth in a Christian environment.

**Preparation, Experience, and Skills:**

- Experience and educational preparation are preferred and hourly wage is based on these factors.
- The following trainings will be required upon employment at My Learning Safari:
  - Online training for Mandatory Reporting of Child Abuse
  - Online training for Universal Precautions and Infectious Disease Control
  - Online training in DHS Essentials Modules
  - Certification in infant, child, and adult cardiopulmonary resuscitation (CPR)  
CPR training is provided periodically at *My Learning Safari, LLC*.
- Before employment begins, *My Learning Safari, LLC* will conduct an Iowa Background Check
- Upon offer of employment, employee fingerprints will be taken at *My Learning Safari, LLC*.
- Upon offer of employment, employee will be required to provide proof of a physical that is signed and dated by a medical professional stating fitness to work in a childcare setting. If employee does not have insurance, he/she will be provided with resources to seek a physical free of charge from a medical facility to fulfill this requirement.

**Principle Duties:**

- Provide high quality programming and services in accordance with the Iowa Department of Human Services, Iowa Early Learning Standards and operational policies adopted by the center.
- Under direction of Lead Educator, provide academic assistance, behavior interventions and social skills instruction as necessary.
- Reinforce programming through individual, small, and large group work with children.
- Physical ability to perform necessary duties to meet individual child needs including lifting children up to 50 pounds, conduct outdoor activities for extended periods of time, and the ability to bend, squat, and kneel.

- Support Lead Educators in utilizing ongoing formal and informal assessment data gathering and use of information to shape instructional practices.
- Work directly with families in providing information/education regarding early childhood development.
- **Excellent attendance and punctuality** in order to successfully perform the functions of the position.
- Guide children in learning appropriate behavior through the use of preventative strategies and positive behavior interventions.
- Engage in collaborative work and contribute to team planning.
- Remain current with developments in early childhood education and teaching methodology through ongoing professional development.
- Maintain confidentiality with respect to children and their families' right to privacy.
- Maintain satisfactory and harmonious working relationships with children, other employees and the public.
- Other duties as assigned.

**Terms of Employment:** *Employee is considered an "at-will" employee which means that employment can be terminated at any time, with or without notice, for no reason not otherwise prohibited by law.*

**Date of Revision:** 8/13/2018